

SIMPLIFIED ACQUISITION/FSS/BPA/PURCHASE CARD

Required Documentation/Action	Yes	No	N/A	Comments
Are unauthorized commitments (ratifications) made by personnel lacking contracting authority being properly ratified? (FAR 1.602-3)				
Are corrective actions taken to preclude recurrence of unauthorized commitments? (FAR 1.602-3)				
Are purchases \$2,500 - \$100,000 (Simplified Acquisition Threshold) reserved for small business, unless the CO is unable to obtain offers from two or more small businesses that are competitive with regard to market price, quality, and delivery? (FAR 13.1, 19.501, and 19.508)				
Do simplified acquisition procedures promote maximum practicable competition? (FAR 13.106)				
Are files annotated to explain the absence of competition for purchases over \$2,500 where only one source is solicited? (FAR 13.1)				
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Are proper forms used for purchase orders?				
Are purchases not competed that are less than \$2,500 distributed equally among qualified suppliers? (FAR 13.1)				
Are quotations received from a reasonable number of qualified sources for purchases over (FAR 13.1)				
Are purchases exceeding \$25,000 synopsis in the Commerce Business Daily? (FAR 5.2)				
In the absence of adequate price competition, do files contain the basis for determinations of fair and reasonable price? (FAR 13.1)				
Are files documented to explain awards made to other than small businesses? (FAR 13.1)				
Are individual purchases reviewed prior to execution?				
Has a follow-up system been established to check on deliveries? (FAR 46.1)				
Are inspection and acceptance adequately accomplished? (FAR 46.1)				
Has a procedure for closing-out simplified acquisitions been established? (FAR 4.8)				
Are completed orders closed out in a timely manner? (FAR 4.8)				
Do orders just under \$25,000 appear to be split requirements that could have been combined into one purchase? (FAR 13.103)				
Is there evidence of repetitive small orders with a single firm, or for the same supplies, which indicates the need for a BPA or a Requirements contract? (FAR 13.201)				
Have procedures been established for verifying that orders have been completed and all payments made? (FAR 4.804-2)				

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Are the total values of each order within the delegated authority of the CO? (FAR 1.602-1)				
Are the requirements for actions expected to exceed \$25,000 synopsisized in the CBD? (FAR 5.101(a)(2))				
Are the required notices of the procurements between \$10,000 and \$25,000 posted in a public place for 10 days? (FAR 5.101)				
Are wage rates obtained on the SF-98 from the Department of Labor and included in the order, if subject to the Service Contract Act? (FAR 22.10)				
Do unpriced orders have ceiling prices (FAR 13.502) and include the clauses at FAR 52.213-3?				
Do purchase orders contain definite calendar dates for delivery or completion? (FAR 13.501(f))				
Are the fast payment procedures delineated at FAR 13.3 utilized?				
Are modifications that increase the supplies or services ordered within the scope of the original order, or, if they are not, are they justified as a "new procurement" action?				
Are modifications that increase the total over \$25,000 issued by supplemental agreement and do they incorporate mandatory contract clauses?				
GSA FEDERAL SUPPLY SCHEDULES				
Are the prices verified against the pricing pages from the FSS or contractor's catalog and filed with each order?				
Are the Special Item Number or National Stock Number shown for each FSS item ordered? (FAR 8.405-2)				
Are the orders for the lowest priced items, or, are the files otherwise documented if awarded at a higher price? (FAR 8.405-1)				
Are copies of orders of identical items at lower prices from the open market sent to the cognizant GSA FSS COs? (FAR 8.404-1(e))				
Are GSA waivers obtained where furniture was acquired using other than GSA stock or FSS contracts?				
Are notifications given to the GSA CO when the ordering office receives non-conforming supplies which were not inspected at source by GSA?				
BLANKET PURCHASE AGREEMENTS				
Do the BPA forms used for simplified acquisitions contain all necessary terms and conditions, including individuals authorized to place calls/orders and extent of their authority? (FAR 13.203-1(j) and 16.703(c))				
Are BPAs prepared without identification of appropriations and accounting data as stated in FAR 13.203-1(c)?				

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Are calls/orders made against BPAs in accordance with required policies and procedures of FAR 13.2 and internal office procedures?				
Are individual orders placed under BPAs competed? (FAR 13.204)				
Are consolidated monthly invoices being received in lieu of vendors invoicing for each call order? (FAR 13.203(j)(7))				
Are BPAs receiving CO reviews at least semiannually to ensure that authorized procedures are being followed and at least annually for updating, if necessary? (FAR 13.205)				
Are sufficient calls/orders placed against a BPA to warrant its continued existence?				
Are calls/orders over \$1,000 competed or, if not, are they being documented to justify a sole-source award?				
Are price justifications placed in the file when noncompetitive BPA calls/orders are issued over \$1,000?				
Are BPA calls/orders within the maximum call/order limits? (FAR 13.203-1(j)(4))				
PURCHASE CARD TRANSACTIONS				
Have personnel involved in the program received adequate training?				
Are cardholders and approving officials aware of mandatory source programs, especially the Javitts-Wagoner-O'Day Act? (FAR Part 8)				
Have reasonable limitations been identified to Rocky Mountain BankCard System (RMBCS), i.e., individual/monthly transaction limitations, and appropriate merchant activity code categories?				
Are delegations of authority issued to individual cardholders?				
Do the delegations identify purchase limitations and are these consistent with those furnished to RMBCS?				
Are local procedures adequate and current?				
Do the local procedures ensure funds availability in advance of transactions?				
Is the local program coordinator identified to cardholders?				
Are supervisors of cardholders identified as approving officials?				
Do the cardholders maintain a log of transactions adequate to identify the transaction, the merchant, the date of the order, the item(s) purchased, the price, and date of receipt if other than the date of the order?				
Are merchant receipts obtained by the cardholders and maintained to document the purchases at time of invoice?				
Do the cardholders reconcile their statements of account (invoices) and submit them to their approving officials in a timely manner? (NOTE: Reconciliation generally includes entering on the invoice the purchased item description, any accounting data which may be required by local procedures, attaching the merchant receipts, signing the invoice, and forwarding the package to the approving official.)				

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Do the cardholders submit Statement of Questioned Item forms for disputed charges?				
Do the approving officials review, question, and approve the invoices and forward them to the finance office in a timely manner?				
Does the finance office forward Notice of Questioned Item forms to RMBCS?				
Does the finance office process a Notice of Invoice Adjustment form when it makes payment for greater or lessor than the amount of the invoice?				
Do the cardholders, approving officials, finance officers and program coordinators receive appropriate reports from RMBCS?				